



U.S. EMBASSY GRANTS PROGRAM SUGGESTED APPLICATION FORMAT

Date: _____

1. GENERAL INFORMATION:

1.1. Applicant Organization

a. Organization (English): _____

b. Organization (Original Language): _____

c. Address: _____

d. City/Town: _____

e. State: _____

f. Country: _____

g. Website: _____

1.2. Organization leader

a. Last Name: _____

b. First Name: _____

c. Tel: _____

d. Mob: _____

e. E-mail: _____

2. BACKGROUND OF ORGANIZATION:

2.1. Description

2.2. Past Grants (U.S. Embassy or Government)

2.3. Past Grants (Other)

3. PROJECT DESCRIPTION:

3.1. Project information

a. Project Title:

b. Duration (months):

c. Start date (mm/dd/yyyy):

d. End date (mm/dd/yyyy):

3.2. Executive summary

3.3. Project Goal and Objectives

3.4. Target Audience

3.5. Project Activities

3.6. Monitoring and evaluation

3.7. Key Personnel

3.8. Project Partners

3.9. Proposed Timeline

3.10. Sustainability and Long Term Impact

4. BUDGET:

4.1. Budget Summary

Category	Description/details	Requested
Personnel		\$0.00
Fringe Benefits		\$0.00
Travel		\$0.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Other Direct Costs		\$0.00
Indirect Costs		\$0.00
Total Requested:		\$0.00
Contributions		
Project Total		\$0.00

Note: You may be asked to submit a detailed budget in a spreadsheet format

4.2 Budget narrative

4.3 Miscellaneous